

Members Present: Dan Tosel, Jason Heinecke, Andrew Schmidt

Members Present Virtually: Amber Molden

Members Absent: Victoria Hammerud

Others Present: Willie Morales – City Administrator, Emma Haugen – Clerk/Treasurer & Elizabeth Gades – Accounting Officer

Others Present Virtually – Danielle Olson, City Attorney

Public Present: Brenda Parsley – Conway, Deuth & Schmeising, Kristi Fernholz – Upper MN Valley RDC

Public Present Virtually - David Raddatz, Bob Schlieman – APEX Engineering,

With quorum being established by in person members, the Wednesday, June 17th, 2020 meeting of the Appleton City Council was called to order.

I. New Business:

- **Approval of Minutes:** A motion was made by Councilor Heinecke to approve the minutes from the May 20th, 2020 meeting of the City Council. Councilor Schmidt seconded the motion. After a call for discussion and hearing none, a vote was taken. Voting in favor: Heinecke, Molden, and Schmidt. Member Absent: Hammerud. Majority voted in favor, motion passed.

II. Changes to Agenda:

- III. Public Hearings:** Mr. Raddatz, Conditional Use Permit. A motion was made by Councilor Schmidt to approve Mr. David Raddatz's Conditional Use Permit for the construction of a garage. Councilor Heinecke seconded the motion. After a call for discussion and hearing none, a vote was taken. Voting in favor: Heinecke, Molden, and Schmidt. Member Absent: Hammerud. Majority voted in favor, motion passed.

IV. Presentations

- Bob Schlieman from APEX Engineering updated the council on where the process for the new water plant is.
- Elizabeth Gades, Accounting Officer, presented the May 2020 Financial Transactions
- **Payment of Invoices above the City Purchase Policy Threshold:** A motion was made by Councilor Schmidt to approve paying Bargaen INC. invoice for crack sealing project at the city airport, in the amount of \$60,750.00. Councilor Molden seconded the motion. After a call for discussion and hearing none, a vote was taken. Voting in favor: Heinecke, Molden, and Schmidt. Member Absent: Hammerud. Majority voted in favor, motion passed.

- **Approval of 2019 Audited Financial Statements:** Making the Motion: Brenda Parsley of Conway, Deuth & Schmiesing, PLLP, gave a presentation to the council on the findings of the 2019 Audit. A motion was made by Councilor Schmidt to allow for the City Administrator and Mayor to sign the management representation letter from the auditor in acceptance of the 2019 Financial Audit. Councilor Molden seconded the motion. After a call for discussion and hearing none, a vote was taken. Voting in favor: Heinecke, Molden, and Schmidt. Member Absent: Hammerud. Majority voted in favor, motion passed.

V. New Business:

- **Police Officer James D. Faulkner, Resolution 2020-21:** A motion was made by Councilor Molden to have Officer James D. Faulkner accepted as a member of the Public Employees Police and Fire Plan. Councilor Heinecke seconded the motion. After a call for discussion and hearing none, a vote was taken. Voting in favor: Heinecke, Molden, and Schmidt. Member Absent: Hammerud. Majority voted in favor, motion passed.
- **Updating Building Permitting Fees, Resolution 2020-22:** A motion was made by Councilor Schmidt to amend the city building permit fees pursuant to the 1997 Uniform Building Code. Councilor Heinecke seconded the motion. After a call for discussion and hearing none, a vote was taken. Voting in favor: Heinecke, Molden, and Schmidt. Member Absent: Hammerud. Majority voted in favor, motion passed.
- **BYWAY Grant:** Kristi Fernholz from the Upper Minnesota Valley Regional Development Commission made a small presentation to the council to explain what the Byway Grant is and how the city would be involved. Councilor Schmidt made a motion to approve the mayor sign the grant documents in acceptance of the Byway Grant. Councilor Molden seconded the motion. After a call for discussion and hearing none, a vote was taken. Voting in favor: Heinecke, Molden, and Schmidt. Member Absent: Hammerud. Majority voted in favor, motion passed.
- **Appleton A's Permission to Play Baseball:** City Administrator Morales explained to the council that the Minnesota State Baseball Association has said that if they City gives a team permission to play, they are allowed to resume town baseball for summer 2020. Councilor Schmidt reiterated that other towns have started to play and if they did not follow the rules set forth, they were shut down. The Appleton A's have all signed COVID-19 waivers that are on file in the office. Councilor Schmidt made a motion to grant the Appleton A's baseball team permission to play on the city baseball field provided that they adhere to state COVID-19 Safety Guidelines, the Minnesota Baseball Association's Preparedness Plan, and continue having participants sign waivers holding the City of Appleton Harmless. Councilor Molden seconded the motion. After a call for discussion and hearing none, a vote was taken. Voting in favor: Heinecke, Molden, and Schmidt. Member Absent: Hammerud. Majority voted in favor, motion passed.
- **Pool Re-Opening Plan:** Clerk/Treasurer Emma Haugen went over the reopening plan for the Appleton Aquatic Center. Councilor Schmidt asked what each guest will now encounter when they visit the pool this summer. Councilor Molden asked what the emergency preparedness plan looks like in the event of a COVID incident at the pool and what percentage of cases would trigger a pool shutdown. Councilor Schmidt made a motion to approve the pool re-opening plan as presented by city staff. Councilor Heinecker seconded the motion. After a call for further discussion and hearing none, a vote was taken.

Voting In Favor: Heinecke, Tosel & Schmidt, Voting Against: Molden, Absent: Hammerud. Majority voting in favor, motion passed.

- **Casey's General Store License to sell "Off Sale" 3.2% Malt Liquor:** Councilor Schmidt made a motion to approve Casey's General Store License to sell "Off Sale" 3.2% Malt Liquor. Councilor Molden seconded the motion. After a call for discussion and hearing none, a vote was taken. Voting in favor: Heinecke, Molden, and Schmidt. Member Absent: Hammerud. Majority voted in favor, motion passed.
- **Appointments to the City Revolving Loan Fund Board and the Hospital Board:** Councilor Schmidt made a motion to approve Mr. Cory Thorsland's appointment to the City Revolving Loan Fund Board and the Hospital Board to complete the term for the vacant board position. Councilor Molden seconded the motion. After a call for discussion and hearing none, a vote was taken. Voting in favor: Heinecke, Molden, and Schmidt. Member Absent: Hammerud. Majority voted in favor, motion passed.

VI. Closed Session : Employee Performance Evaluation pursuant to [Minn.Stat. § 13D.05](#) :

Councilor Heinecke made a motion to enter into closed session for the purpose of employee evaluations as allowed by law ([Minn.Stat. § 13D.05](#)). Councilor Molden seconded the motion. After a call for discussion and hearing none, a vote was taken. Voting in favor: Heinecke, Molden, and Schmidt. Member Absent: Hammerud. Majority voted in favor, motion passed.

Closed session was entered into at 6:25 pm

Councilor Heinecke made a motion to end the closed session. Councilor Schmidt seconded the motion. After a call for discussion and hearing none, a vote was taken. Voting in favor: Heinecke, Molden, and Schmidt. Member Absent: Hammerud. Majority voted in favor, motion passed. Closed session was ended at 7: 53 pm.

- **Overall Employee Evaluation Summary, COLA Information, and City Administrator Evaluation.**

Councilor Heinecke made a motion to approve a 2% cost of living adjustment (COLA) to the city employee's from the departments presented by city staff. Councilor Schmidt seconded the motion. After a call for discussion and hearing none, a vote was taken. Voting in favor: Heinecke, Molden, and Schmidt. Member Absent: Hammerud. Majority voted in favor, motion passed.

Councilor Schmidt made a motion to approve accrual of vacation hours fore the City Administrator at 160 hours per year maximum, consistent with city personnel policy Councilor Heinecke seconded the motion. After a call for discussion and hearing none, a vote was taken. Voting in favor: Heinecke, Molden, and Schmidt. Member Absent: Hammerud. Majority voted in favor, motion passed.

Councilor Schmidt made a motion to amend the City Administrator contract to allow for 4 months statutory maximum of severance for Chief Administrative Office. Councilor Heinecke seconded the motion. After a call for discussion and hearing none, a vote was taken. Voting in favor: Heinecke, Molden, and Schmidt. Member Absent: Hammerud. Majority voted in favor, motion passed.

- VI. Adjournment:** Councilor Molden made a motion to adjourn the June 17th, 2020 regular meeting of the Appleton City Council. Councilor Schmidt seconded the motion. After a call for discussion and hearing none, a vote was taken. Voting in favor: Heinecke, Molden, Schmidt & Tosel. Absent: Hammerud. Majority in favor, motion passed. Meeting adjourned.